user manual

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# Log in and log out

You can log in in the log in screen

You can log out through the log out button in the right head of the screen.

You will come on the dashboard.

# Sales

## Add customer

To add a customer you have to click on the button “add customer”.

At this page you can fill in the customer’s data.

Then push the button “create”.

## View customer

You can click a name, then you come at the customer’s page.

## Edit customer

You can click “edit” behind the name.

At this page you can change the customer’s data.

Then push the button “save”.

## Archive customer

You can click a name, then you come at the customer’s page.

Then push the button “archive”.

## Add appointment

You can only add an appointment when a customer exists.

You have to go to the customer’s page.

Then you click the button “appointments”.

You will come at a page with all the appointments.

You can click “add appointments”.

At this page you can fill in the appointment data.

Then push the button “create”.

## View appointment

## Edit appointment

## Make project

You can only make a project when a customer exists.

You have to go to the customer’s page.

Then you click the button “make project”.

At this page you can fill in the project data.

Then push the button “create”.

## View project

You can only view a project when a customer has a project.

You have to go to the customer’s page.

Then you click the button “view project”.

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## Edit project

## Archive project

# Finance

## View customer

You can click a name, then you come at the customer’s page.

## Edit customer

You can click “edit” behind the name.

At this page you can change the financial data.

Then push the button “save”.

## Add invoices

## View invoices

## Edit invoices

# Development

## View project

At the dashboard are customers whose project can start.

Click a name and you will see the project of the customer.

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# Admin

Admin can do everything.